

# Leave of Absence Manual

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## Important Things You Should Know

1. The Human Resources (“HR”) Department of the Groupe agency with which you are employed is always available to walk you through all of the information you’ll need for any type of leave, and to answer any and all questions you may have about the process. We encourage you to speak with any Human Resources team member about the leave policies at the Groupe agency with which you are employed (“the Company”).
2. In addition to HR, others involved parties may include:
  - a. Publicis Benefits Connection (“Benefits”) – Benefits Service Center: for benefits administration and information;
  - b. Sedgwick-Prudential – The Company’s third-party disability & leave benefits administrator;
  - c. The state agency in the particular state that administers State Disability Insurance and any additional state benefits.
3. HR will be your first point of contact on any **request for leave**, including Short-Term and Long-Term disability (“STD” and “LTD”). HR will guide you through the process and, if needed, connect you with Sedgwick (AbsenceOne), Prudential, Benefits, and/or the applicable state agency. You will not need to provide your HR contact with any medical information.
4. You must submit a Request for Leave of Absence Form (located in the “Guides/Forms” library on the Publicis Benefits Connection website) for all leave requests. HR, Sedgwick (AbsenceOne), Prudential, Benefits, and/or the applicable state agency will notify you what documents and information are required from you, and when they are required, with regard to all leaves. You are required to effectively communicate and provide information and documentation requested within the time periods requested, unless otherwise dictated by the State and/or Federal laws. Your failure to do so may result in denial of your leave request.
5. You will be notified if and when your leave request has been approved. At that time, HR and/or Benefits will contact you to determine your next steps.
6. If your leave extends beyond 30 days, you will be notified if you must contact HR a minimum of every 30 days regarding the status of your leave. This will provide us with the ongoing information we need to ensure adequate coverage of your position, and/or preparation for your return.
7. If you need to extend your leave beyond the original approved through date, you are required to complete a new Request for Leave of Absence Form, indicating the requested extended return to work date and submit it to HR. You also need to inform Sedgwick (AbsenceOne) of your extended leave request if it pertains to FMLA, Disability, or any applicable state leave (and Prudential if it pertains to LTD). You will be notified of next steps which may include providing further information from your

health care provider to Sedgwick / Prudential.

#### 8. Your Pay While on Leave

- a. If you are eligible for Salary Continuation benefits under the Short Term Disability Plan, you will be paid your accrued and available sick time during the five (5) day waiting period. If you do not have any or enough accrued sick time to cover this period, the waiting period will be unpaid.

If and when your Salary Continuation benefits under the Short Term Disability Plan are approved, you will remain on the Company's Payroll and receive your pay as you usually do until your approved through date - not to exceed your Salary Continuation entitlement period end date. In order to be eligible for Salary Continuation benefits you must seek State Disability benefits, if applicable.

Any State Disability Insurance ("SDI") payments that you receive during your approved disability leave period may come from the State Agency which handles disability payments for the state in which you are located. In some cases, you may receive payment of your state benefit from Sedgwick (AbsenceOne), on behalf of the State - i.e., New York or New Jersey.

If you are eligible to and receive state disability payments while receiving Salary Continuation benefits/pay from the Company, you must submit a copy of your state disability payment statement to the Benefits Department upon receipt. The Company will deduct your SDI entitlement or other state benefit from your pay via Payroll, because at no point can you receive more than 100% of your salary.

- b. If you continue to be unable to return to work after your Salary Continuation benefits are exhausted, you will continue to receive all state-approved benefit payments accordingly until the state determines you are no longer qualified.

#### Steps to Follow for All Leaves

(For specific information, including additional steps, unique to the type of leave, review the specific policy in this Manual. Contact HR with any questions.)

1. Submit a Request for Leave of Absence Form to HR. This is required for all leave of absence requests. The form can be located on the Publicis Benefits Connection website in the Guides/Forms library.
2. If you are seeking leave for a medical reason, you must provide documentation from a health care provider as requested by Sedgwick (AbsenceOne), Benefits, applicable State, and/or HR including the date you need to start your leave and the date you are anticipated to return to work. You will be notified what documentation is required and when it is due. You are required to effectively communicate and provide information and documentation requested within the time periods requested, unless otherwise required by applicable law. Your failure to do so may result in denial of your leave request.

3. If your need for leave is foreseeable, you must notify HR and Sedgwick (AbsenceOne) at least 30 days prior to requested leave date. Or, if your leave is not foreseeable, contact HR as soon as possible once you learn of the need for such leave.
4. Schedule a meeting with a HR representative.
5. While out on leave, you will be notified if you need to check in with your HR representative, and, if so, how often.

## Salary Continuation / Short Term Disability Benefits

In the event that you need to take time away from the office due to your own medical condition, the Company offers benefits, including salary continuation, pursuant to the terms of the Company’s Short Term Disability (“STD”) Plan. The following is a summary of key terms of the Short Term Disability Plan.

The Publicis Benefits Connection Short-term Disability benefit may cover an expecting mother to go out on STD two (2) weeks prior to delivery. All claims are handled case by case and are contingent upon valid documentation being provided to warrant approval from Sedgwick (AbsenceOne). Short-term disability claims approved prior to delivery will apply towards the employee’s eligible STD Salary Continuation.

### Who is eligible?

Regular full- or part-time employees working a regular schedule of at least 21 hours per week become eligible on the first of the month following their start date, or immediately if their hire date is the first of the month (for example, if hired on March 1, eligibility begins March 1; if hired March 2–31, eligibility begins April 1).

A statement from your health care provider must be submitted to Sedgwick (AbsenceOne), in the form it requires, certifying you have a medical condition that qualifies you for benefits under the terms of the STD Plan. Your health care provider may submit it directly to Sedgwick (AbsenceOne); however, you are responsible for ensuring it is submitted. Sedgwick (AbsenceOne) will determine your eligibility based on information received from you and your health care provider. You are responsible for ensuring Sedgwick (AbsenceOne) receives timely communication from you and your health care provider.

### Number of Weeks of Salary Continuation Under STD

Salary Continuation benefits will pay the difference between the amount of disability benefits you receive from the state in which you work, if applicable, and your regular weekly base salary, up to 100% of your regular weekly base salary. You will receive Salary Continuation from the Company for the number of weeks you are on approved leave or up to the maximum number of weeks below based on your length of service with the Company (whichever comes first). Please note that the first five (5) business days of a leave of absence are considered sick days (if you have accrued sick time to apply; otherwise it’s unpaid).

| Years of Service | Number of Weeks of Salary Continuation |
|------------------|--|
| Less than 1 year | Up to 4 weeks                          |
| 1–2 years        | Up to 8 weeks                          |
| 2–3 years        | Up to 12 weeks                         |
| 3–4 years        | Up to 16 weeks                         |
| 4–5 years        | Up to 20 weeks                         |
| 5 or more years  | Up to 26 weeks                         |

### Other Benefits

Your Medical, Dental, Vision and other applicable benefits [including 401(k) benefits if you remain on a paid status] continue while you are out on an approved medical leave. During the time that you are receiving Salary Continuation, your benefits premiums will continue to be deducted from your paychecks as they normally were prior to your leave.

If you remain out of work on an approved disability leave of absence after your Salary Continuation ceases, you must make arrangements with the Benefits Service Center to pay your monthly benefits premiums each month in order to remain on the Publicis Benefits Connection Company benefits plan. The Company's obligation to maintain health care coverage ceases if your premium payment is more than 30 days late. If your payment is more than 15 days late, you will receive a letter notifying you that coverage will be dropped on a specified date unless the premium is received before that date. You do not continue to accrue vacation or sick leave while on a STD leave of absence, unless your agency policy provides otherwise (contact your HR representative to confirm agency policy).

A leave of absence in connection with STD shall run concurrently with FMLA leave, which is explained below.

*Key Points: (1) The number of weeks that you are able to take off and/or receive Salary Continuation is based on your length of service, your health care provider's medical certification and approval by Sedgwick (AbsenceOne), and applicable state and federal laws. (2) During the time that you are approved for Salary Continuation, you will receive 100% of your salary less any state benefits paid to you, up to the maximum amount set forth in the above chart. (3) A leave of absence in connection with STD shall run concurrently with FMLA leave.*

## Long Term Disability (LTD) Benefits

You may be eligible for Long Term Disability benefits under the terms of the Company's LTD Plan if you have been unable to work due to your own serious medical condition for more than 26 weeks. The following is a summary of key terms of the LTD Plan. LTD benefits are administered by Prudential.

### Who is eligible?

Regular full- or part-time employees working a regular schedule of at least 21 hours per week become eligible on the first of the month following their start date, or immediately if their hire date is the first of the month. In addition, they must be an employee who has been out for 26 weeks on an approved disability leave of absence pursuant to the Plan; and who remains disabled as defined by the Plan. Your health care provider must submit a statement to Prudential, in the form it requires, certifying you have a medical condition that qualifies you for benefits under the terms of the LTD Plan. Prudential will determine your eligibility based on information received from you and your health care provider. You are responsible for ensuring Prudential receives timely communication from you and your health care provider.

### Number of Weeks of Benefits

The length of time you may be eligible to receive LTD benefits varies and is determined by Prudential based on information received from your health care provider and the terms of the LTD Plan.

### Salary Continuation Under LTD

Using the Publicis Benefits Connection Company basic benefit, you are eligible for 40% of your regular weekly base pay up to a monthly maximum of \$10,000 (excluding bonuses and overtime) during the period of approved LTD. Your Salary Continuance for LTD is paid to you directly by Prudential. If, during Open Enrollment, you elected one of the employee-paid supplemental LTD plans, you would be eligible to receive an additional 20% of your base pay (up to a maximum of \$15,000 monthly for level 1; \$25,000 monthly for level 2) during the period of approved LTD. See your specific plan elections on [www.publicisbenefitsconnection.com](http://www.publicisbenefitsconnection.com) for further details.

### Active Benefits While on LTD

Active benefits no longer continue when an employee goes onto LTD. At that point, you will be offered the option to continue active benefits coverage via COBRA.

## Family Medical Leave Act (FMLA)

As an employee, you may be entitled to a leave of absence under the Family and Medical Leave Act (“FMLA”) and/or applicable state medical leave laws. This policy is intended to provide you with information concerning FMLA entitlements and obligations you may have during such leaves. If you have any questions concerning FMLA or other period of leave, please contact Sedgwick (AbsenceOne), Benefits, or HR. If your particular state has additional leave laws, Sedgwick (AbsenceOne), Benefits, and/or HR can counsel you as to relevant provisions.

### Basic FMLA Leave Entitlement

FMLA and any state counterparts provide eligible employees with the right to an unpaid leave, health insurance benefits for up to 12 weeks, and, with some limited exceptions, job restoration.

Leave may be taken for any one, or for a combination, of the following reasons:

- Disability due to pregnancy, childbirth or related medical condition (counts only toward FMLA leave and certain state leave entitlements);
- Bonding and/or caring for a newborn child (counts toward FMLA and certain state leave entitlements);
- For placement with the employee of a child for adoption or foster care and to care for the newly placed child;
- To care for the employee’s spouse, child, parent or other covered family member with a serious health condition;
- For the employee’s own serious health condition that makes the employee unable to perform one or more of the essential functions of the employee’s job; and/or
- Because of any qualifying exigency arising out of the fact that an employee’s spouse, son, daughter or parent is a military member on covered active duty status in the Reserve component of the Armed Forces for deployment to a foreign country in support of a contingency operation or Regular Armed Forces for deployment to a foreign country.

### Who Is Eligible?

You are eligible if you:

- Are employed at a worksite where 50 or more employees are located within a 75-mile radius;
- Have been employed by the Company for at least 12 months (the months do not have to be consecutive); and
- Have worked at least 1,250 hours within the 12 months immediately prior to the leave period.

### Length of Time

You are eligible for up to 12 weeks of unpaid family medical leave in a “rolling” 12-month period measured backwards from when you first use FMLA leave. When a holiday occurs during an employee’s scheduled leave, where lawful, the holiday counts against the

employee's 12-week leave entitlement and will not be paid, unless you are receiving Salary Continuation under the Company's STD Plan.

### **Additional Military Family Leave Entitlement**

In addition to the basic FMLA leave entitlement described above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered servicemember is entitled to take up to 26 weeks of leave during a 12-month period to care for the service member with a serious injury or illness. Leave to care for a service member shall only be available during a single 12-month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period.

A "covered servicemember" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary retired list, for a serious injury or illness. Covered servicemembers also include a veteran who is discharged or released from military service under conditions other than dishonorable at any time during the five (5) year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.

### **Time Off for Military Spouses**

If you work, on average, at least twenty (20) hours per week and your spouse is a qualified member of the United States Armed Forces, the National Guard, or the Reserves, you are eligible to take leave for a period of up to ten (10) days while your spouse is home during a qualified leave period.

**Required Notice to Employer:** Within two (2) business days of receiving official notice that your spouse will be on leave, you must provide notice to the Company and Sedgwick (AbsenceOne) of your intent to take military spouse leave under FMLA.

**Required Documentation:** You must submit written documentation to the Company and Sedgwick (AbsenceOne) certifying that during your requested time off, your spouse will be on leave from deployment during a period of military conflict.

**Leave is Unpaid:** Leave granted under this policy is unpaid. Contact HR regarding whether you may substitute accrued, unused vacation time, personal day or personal time off for any period of unpaid military spouse leave.

### **Intermittent Leave and Reduced Leave Schedules**

FMLA leave usually will be taken for a period of consecutive days, weeks or months. However, you are also entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to your own serious health condition, the serious health condition of a covered family member, or the serious injury or illness of a covered servicemember. Intermittent leave can also be taken for any qualifying exigency.

Employees are also eligible for intermittent leave for bonding with a child following birth or placement. Intermittent leave for bonding purposes generally must be taken in two-week increments, but the Company permits two occasions where the leave may be for less than two weeks.

You must notify your HR and Sedgwick (AbsenceOne) if you intend to apply an intermittent or reduced leave schedule.

## Salary

FMLA is unpaid leave; however, you may be eligible for the Publicis Benefits Connection Company Salary Continuation under Short Term Disability and any applicable State Disability benefits during some or all of your leave.

## Substitution of Paid Leave

If you are eligible for Salary Continuation and you remain unable to work after the Salary Continuation ends, we will require you to utilize all available accrued sick and vacation time for leave taken for your own serious health condition, unless you are receiving compensation from a state agency managing disability or receiving workers' compensation benefits. Where applicable and permitted by law, employees will be required to use vacation and sick time during any waiting period applicable to these programs.

If you are not receiving any compensation (from an applicable state agency, workers compensation or Salary Continuation), the following requirements apply to the leave:

- If FMLA leave is taken for a covered family member with a serious health condition, you must use all accrued, available vacation time. You may also request to use any accrued, available sick time for this purpose.
- If FMLA leave is taken for your own serious health condition, you must first substitute any accrued paid vacation or sick leave for unpaid leave.

If you request FMLA leave because of a disability due to pregnancy, childbirth or related medical conditions, you must first substitute any accrued paid sick leave for unpaid family/medical leave. You may request to substitute accrued, unused vacation benefits for unpaid FMLA leave once your sick time is exhausted. A leave of absence in connection with a workers' compensation injury/illness or for which you receive state disability or paid family leave benefits shall run concurrently with FMLA leave.

The substitution of paid time off for unpaid family/medical leave time does not extend the length of FMLA leaves and the paid time off runs concurrently with the FMLA entitlement.

## Benefits

Your Medical, Dental, Vision and other applicable benefits [including 401(k) benefits if you remain on a paid status] continue while you are out on FMLA leave. During the time you are receiving Company Salary Continuation benefits, your Benefits premiums will continue to be deducted from your paychecks as they normally were prior to your leave. If you remain on an approved disability leave of absence after your Company Salary Continuation ceases, you must make arrangements with Benefits to pay your Benefits premiums each month in order to remain on the Company Benefits plan. The Company's obligation to maintain health care coverage ceases if your premium payment is more than 30 days late.

Once FMLA leave exceeds 12 weeks, you will be notified of your right to continue group health insurance benefits at your own expense. Employees on FMLA military leave also are entitled to receive group health plan coverage for the duration of those FMLA leaves.

If you do not return to work within 30 calendar days at the end of the leave period (unless you cannot return to work because of a serious health condition or other circumstances beyond your control) you will be required to reimburse the Company for the cost of the premiums the Company paid for maintaining coverage during your unpaid FMLA leave.

## Returning to Work

At the end of FMLA leave, subject to some exceptions, you generally have a right to return to the same or equivalent position you held before the FMLA leave. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your FMLA leave. If you fail to return to work as scheduled, and/or have failed to communicate with the Company about your return to work status, the Company will deem you to have abandoned your position.

If your anticipated return-to-work date changes and it becomes necessary for you to take more or less leave than originally anticipated, you must provide HR and Sedgwick (AbsenceOne) with reasonable notice (i.e., within 2 business days) of your changed circumstances and new return to work date.

## Notice of Eligibility for, and Designation of, FMLA Leave

Employees requesting FMLA leave are entitled to receive written notice telling them whether they are eligible for FMLA and/or applicable state leave and, if not eligible, the reasons why. FMLA documents will be provided to you by Sedgwick (AbsenceOne) after you have reported your request for leave to them. When eligible for FMLA leave, you are entitled to receive written notice of: (1) your rights and responsibilities in connection with such leave; (2) the Company's designation of leave as FMLA/state law-qualifying or non-qualifying; and (3) the amount of leave, if known, that will be counted against your leave entitlement.

## Employee Obligations for FMLA Leave

Employees who seek to take FMLA leave must timely notify the Company and Sedgwick (AbsenceOne) of their need for FMLA leave. To trigger FMLA leave protections, you must inform HR and Sedgwick (AbsenceOne) of the need for FMLA qualifying leave and the anticipated timing and duration of the leave, if known. You may do this by either requesting FMLA leave specifically, or explaining the reasons for leave so as to allow the Company to determine that the leave is FMLA-qualifying. For example, employees might explain that:

- € A medical condition renders them unable to perform the functions of their job;
- € They are pregnant or have been hospitalized overnight;
- € They or a covered family member are under the continuing care of a health care provider;
- € The leave is due to a qualifying exigency caused by a military member being on covered active duty or called to covered active duty status; or
- € If the leave is for a family member, that the condition renders the family member unable to perform daily activities or that the family member is a covered servicemember with a serious injury or illness.

Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. You must respond to the Company's and Sedgwick (AbsenceOne)'s lawful questions to determine if absences are potentially FMLA-qualifying.

Employees requesting any type of leave of absence are required to fill out a Request for Leave of Absence Form and contact Sedgwick (AbsenceOne).

### Cooperate in the Scheduling of Leave

When planning medical treatment for you or a family member or requesting to take leave on an intermittent or reduced schedule work basis, you must consult with HR and contact Sedgwick (AbsenceOne). Additionally, you must make a reasonable effort to schedule treatment so as not to unduly disrupt the Company's operations. You must consult with HR and Sedgwick (AbsenceOne) prior to the scheduling of treatment in order to work out a treatment schedule which best suits the needs of both the Company and you, subject to the approval of the applicable health care provider.

### Submit Medical Certifications Supporting Need for Leave

Depending on the nature of FMLA leave sought, you may be required to submit medical certifications to Sedgwick (AbsenceOne) supporting your need for FMLA-qualifying leave. There generally are three types of FMLA medical certifications: an initial certification, a recertification, and a return to work/fitness for duty certification.

It is your responsibility to provide timely, complete and sufficient medical certifications as requested by Sedgwick (AbsenceOne), Benefits, and/or HR. Whenever Sedgwick (AbsenceOne), Benefits, or HR requests you to provide FMLA medical certifications, you must provide the requested certifications within 15 calendar days of the request, unless it is not practicable to do so despite your diligent, good faith efforts. You will be informed if submitted medical certifications are incomplete or insufficient and you will be provided at least seven calendar days to cure deficiencies.

### Initial Medical Certifications

If you request leave because of your own, or a covered relation's, serious health condition, or to care for a covered service member, you must supply medical certification supporting the need for such leave from their health care provider to Sedgwick (AbsenceOne). If you provide at least 30 days' notice of medical leave, you should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

If the Company or Sedgwick (AbsenceOne) has reason to doubt initial medical certifications regarding your own serious health condition, you may be required to obtain a second opinion at the Company's expense. If the opinions of the initial and second health care providers differ, the Company may, at its expense, require you to obtain a third, final and binding certification from a health care provider designated or approved jointly by the Company and you.

### Medical Recertifications

Depending on the circumstances and duration of the FMLA leave, you may be required to provide recertification of medical conditions giving rise to the need for leave every thirty days (or more frequently in special circumstances) to Sedgwick (AbsenceOne). For chronic or long term conditions, Sedgwick (AbsenceOne)/the Company may require certifications every six months.

### Submit Certifications Supporting Need for Military Family Leave

Upon request, the first time you seek leave due to qualifying exigencies arising out of covered active duty or call to covered active duty status of a military member, Sedgwick (AbsenceOne)/the Company may require you to provide: (1) a copy of the military member's active duty orders or other documentation issued by the military; and (2) a certification from

you setting forth information concerning the nature of the qualifying exigency for which leave is requested.

### Questions and/or Complaints About FMLA and Other Leaves

If you have questions regarding this policy, please contact Human Resources and Sedgwick (AbsenceOne). The Company is committed to complying with the FMLA and applicable state law. The FMLA makes it unlawful for employers to: (1) interfere with, restrain, or deny the exercise of any right provided under FMLA; or (2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA. If you believe your FMLA rights have been violated, you should contact the Human Resources Department immediately.

### Definitions

- **Serious health condition:** An illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, hospice or residential health care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.
- **Qualifying exigencies:** May include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty, and attending post-deployment reintegration briefings.
- **Spouse:** A husband or wife as defined or recognized under State law for purposes of marriage in the State where the employee resides, including common law marriage in States where it is recognized.
- **Parent:** A biological, adoptive, step or foster father or mother, or any other individual who stood "in loco parentis" to the employee when the employee was a child. This term does not include parents "in law."
- **Child, son or daughter:** For purposes of FMLA leave, a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability.
- **Health Care Provider:** A doctor of medicine or osteopathy, podiatrists, dentists, clinical psychologists, optometrists, chiropractors, nurse practitioners, nurse-midwives, clinical social workers, physician assistants, and other providers authorized to practice under applicable State law and performing within the scope of their practice.
- **Domestic Partner:** Two adults who have established a registered domestic partnership in accordance with the requirements of the law of the state in which you work.

## State Leave Entitlements

Depending on the state in which employees work, you may be eligible for additional family and medical leave under State law. This section provides notice, where required by law, of the leave benefits for which employees may qualify, that are greater than or in addition to leave that qualifies under the federal FMLA. Employees who have questions about State and/or Local leave entitlements should contact Sedgwick (AbsenceOne) or their local Human Resources representative.

### California

See the separate Leave of Absence Manual for California Employees regarding eligibility for family and medical leave if you work in California.

### Connecticut Family and Medical Leave Act

Under the Connecticut FMLA (CFMLA), employees who have worked for a Company which employs at least 75 persons in Connecticut for at least twelve (12) months and have worked at least 1,000 hours in the preceding twelve (12) months are eligible for up to sixteen (16) weeks of leave in a twenty-four-month period and up to twenty-six (26) weeks of leave in a single twelve-month period when caring for an injured or ill servicemember. The reasons for the leave are the same as under the FMLA, except that under the CFMLA, employees also can take leave to care for a parent-in-law with a serious health condition, or to serve as an organ or bone marrow donor.

### District of Columbia Family and Medical Leave

Employees in the District of Columbia who work for an employer who employs 20 or more employees in D.C. are eligible for family/medical leave under the D.C. Family and Medical Leave Act (DC FMLA), provided they have worked for the Company for 12 consecutive months and at least 1,000 hours in the 12-month period preceding their request for leave.

Eligible employees may take up to 16 weeks of family leave and an additional 16 weeks of medical leave in a 24-month period.

### Illinois

The Illinois Victims' Economic Security and Safety Act allows employees who are victims of or have a family or household member victimized by domestic violence, sexual assault, or stalking, up to 12 weeks of unpaid leave during any 12-month period. The employee must provide 48 hours advance notice when practicable. The leave is not in excess of unpaid leave allowed under the federal FMLA and thus runs concurrent with FMLA.

### Massachusetts

The Massachusetts Parental Leave Act (PLA) allows for up to eight weeks of unpaid leave to full-time employees who have completed any initial probationary period (or at least three consecutive months of service if no probationary period is set). PLA leave is used to care for a child after: the child's birth, adoption (if the child is under the age of 18, or under age 23 if mentally or physically disabled), or placement pursuant to a court order.

An employee must provide at least two weeks' notice to the Company prior to the date they plan to begin PLA leave, as well as the date they plan to return. Leaves will run concurrently for employees eligible for both the FMLA and PLA.

## New York

The New York Paid Family Leave (NY PFL) provides paid job-protected leave to eligible employees to help them bond with a child, care for an eligible family member with a serious health condition, or help to relieve family pressures when someone is called to active military service.

**Eligibility:** Employees who have a regular work schedule of 20 or more hours per week and have been employed at least 26 consecutive weeks prior to the date NY PFL begins, or who have a regular work schedule of less than 20 hours per week and have worked at least 175 days prior to the date NY PFL begins, are eligible for NY PFL.

**Entitlement:** NY PFL is available to eligible employees for up to twelve (12) weeks within any 52 consecutive week period to: (a) participate in providing care for the employee's family member with a serious health condition; (b) bond with the employee's child during the first twelve months after the child's birth, adoption or foster care placement; or (c) for qualifying exigencies arising out of the fact that the employee's spouse, domestic partner, child, or parent is on active duty in the armed forces of the United States.

NY PFL benefits are financed solely through employee contributions via payroll deductions. An employee requesting paid family leave must submit completed claim forms to Sedgwick (AbsenceOne). Please contact HR or Sedgwick (AbsenceOne) for specific claim instructions and contact information.

The Company will require an employee who is entitled to leave under both the FMLA and NY PFL to take NY PFL concurrently with any leave taken pursuant to the FMLA. Employees are protected from discrimination and retaliation for requesting or taking NY PFL.

## New Jersey

New Jersey employees who work for New Jersey employers who employ 100 or more employees are entitled to up to 12 weeks of unpaid leave in a 24-month period for the birth or adoption of a child or the serious health condition of a child, spouse, parent, parent-in-law or partner in a civil union, per the New Jersey Family Leave Act.

New Jersey also has a Paid Family Leave Act requiring employers to provide eligible employees up to six weeks of family leave benefits to care for sick family members or a newborn or newly adopted child. The New Jersey Security and Financial Empowerment Act provides 20 days of unpaid leave time for an employee who is the victim of domestic violence or sexual assault (or whose covered family member was the victim), within one year of the incident.

## Washington

The Washington Family Leave Act (WFLA) allows for 12 weeks of leave for the same conditions as the FMLA, with some exceptions: (1) "leave for sickness or temporary disability because of pregnancy or childbirth" does not count against an employee's WFLA leave entitlement; (2) under WFLA, registered domestic partners are treated the same as spouses; and (3) WFLA does not provide for military family leave. WFLA leave runs concurrent with FMLA leave.

Washington law also provides for unpaid domestic violence/sexual assault leave for employees who are victims of domestic violence, sexual assault, or stalking or who have

family members who are victims. Leave may be taken in blocks or intermittently and is restricted to a “reasonable” amount.

## Workers Compensation

All employees are covered by the Company's workers' compensation insurance policy. If you are injured at work you may be eligible for a workers' compensation leave of absence. If eligible for such a leave, the workers' compensation leave will run concurrently with applicable FMLA leave.

### Length of Time

The duration of workers' compensation leave and benefits will be determined based on medical necessity and applicable laws.

### Salary

Please consult HR regarding your eligibility for salary continuation during your approved workers' compensation leave and, if eligible, requirements to receive same.

### Benefits

Your Medical, Dental, Vision and other applicable benefits [including 401(k) benefits if you remain on a paid status] continue while you are out on an approved workers' compensation leave of absence, unless otherwise notified.

### What Steps Do You Need to Follow if You Are Injured on the Job?

1. Contact HR immediately if you are injured on our premises and/or while performing work on behalf of the Company off-site.
2. HR will coordinate contact with our workers' compensation carrier and file the claim and/or ensure it is filed.
3. The insurance carrier will provide a claim number for your file.
4. The insurance carrier will follow-up with you to verify account of injury, and request necessary paperwork. It is your responsibility to provide timely, complete and sufficient information as requested by the workers' compensation carrier, and/or HR.
5. You may also be eligible for leave under the FMLA and/or state law and will receive notification if you are eligible. HR will coordinate with the Publicis Benefits Team in providing your Worker's Comp medical approval to Sedgwick (AbsenceOne), eliminating the need for your health care provider to provide medical information separately. If Worker's Comp is denied, you will be required to have your health care provider provide medical information to Sedgwick (AbsenceOne) directly.

### Returning to Work

Once you are released to return to work, you may be returned to your former position or to another position to which you are qualified. If you have not been approved nor requested additional leave, failure to return from leave as scheduled may be deemed to be job abandonment. Reinstatement will be determined based on applicable state and federal laws.

## Military-Related Leave of Absence

If you are called to active duty in the U.S. military, Reserves, or National Guard, you are eligible for unpaid military leave of absence in accordance with state and federal law.

### Who Is Eligible?

Upon hire, you are eligible to take up to five (5) years of leave of absence for military service if you are a member of uniformed services for: active duty, active duty training, initial active duty training, full-time National Guard duty, exams to determine fitness for duty, or performing funeral honors duty.

### Length of Time

You may be eligible for up to five (5) years of leave.

### Salary

You may be eligible for salary continuation for a portion of your leave. Contact HR regarding your eligibility pursuant to state and federal law.

### Benefits

You may be eligible for continued benefits during a portion of your leave. Contact Benefits regarding your eligibility pursuant to state and federal law.

### Returning to Work

You will be reinstated in accordance with state and federal law. You have the right to return to the same position you would have been in had the leave never taken place. If you are released from service in less than 30 days, you must return on your next scheduled workday following a period of time to safely arrive home, plus eight hours.

*Key Point: As soon as you are called up for military leave of any duration, inform your supervisor and discuss the issue with HR.*

## Leave Under the Americans with Disabilities Act

### Leave for Illness or Non-Work Related Injury Not Otherwise Covered by Another Policy

If you are not eligible for Family and Medical Leave or have exhausted your FMLA entitlement, you may be eligible for an unpaid medical leave of absence due to qualifying illness or injury under the Americans With Disabilities Act (“ADA”).

If you are disabled due to illness or injury and you are not eligible for any of the leaves and/or programs discussed herein, and are requesting a leave of absence (continuous or intermittent) you must submit a Request for Leave of Absence Form to HR as soon as possible. Requests for leaves for elective surgery should be submitted at least 30 days in advance. Upon notice of your request for leave, you will be contacted by a representative from HR and/or Benefits regarding your eligibility, if any, for benefits under the STD Plan or LTD Plan and you will be required to submit a certification from your healthcare provider in a form provided by the Company.

You are required to effectively communicate and provide information and documentation requested within the time periods requested unless otherwise provided by state and/or federal laws. Your failure to do so may result in denial of your leave request. You must use any accrued paid time off, including vacation and sick time, during a leave under this policy.

Requests for leaves and extensions by an employee who is disabled by a medical condition will be evaluated on a case-by-case basis as a possible reasonable accommodation, consistent with applicable federal and state law.

When you are able to return to work, you must give the Company at least one (1) week’s notice of your intent to return to work. The Company cannot guarantee that you will be able to return to your regular position.

If you do not return from work on the originally scheduled return date or request in advance an extension of the agreed upon leave with appropriate medical documentation, you may be deemed to have voluntarily terminated your employment with the Company.

## Employee Acknowledgement

I acknowledge I have received a copy of the Publicis Benefits Connection – Leave of Absence Manual (“Manual”). I understand I am responsible for reading the contents of the Manual and for complying with the policies and rules outlined therein except as otherwise provided and/or prohibited under local, state and/or federal law. I understand that if I have any questions, I may ask Benefits and/or Human Resources.

I further acknowledge that I have read the Manual in its entirety in accordance with this responsibility. I further understand that any rules, policies, and benefits described in the Manual may be modified or varied by the Company at any time.

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

(Return Signed Acknowledgement to Human Resources)